



DEPT. OF ADMINISTRATION
DIVISION OF PUBLIC WORKS
FACILITIES SERVICES

***Idaho State Capitol Annex
Public Event Request and
Statement of Responsibility***

Complete the information below, and submit the completed form to the Department of Administration, Division of Public Works, Facilities Services in accordance with scheduling procedures for the Capitol building found at <http://adm.idaho.gov/pubworks/facilities/capitol.htm>. Fax the form to (208) 334-4031, mail it, or deliver it in person to 502 N. 4th Street, P.O. Box 83720, Boise, ID 83720-0072. If you have questions about this form, contact us at (208) 332-1933.

By signing this agreement, the sponsoring organization or individual confirms that it has read, understood, and acknowledges its responsibility to abide by the Capitol Use Guidelines at http://adm.idaho.gov/pubworks/facilities/guidelines_for_use.pdf. In addition, the sponsoring organization or individual will be responsible for reimbursement of labor and material costs incurred by the State of Idaho for repairs, resurfacing, or cleaning which directly relates to damage to the Capitol Building or grounds as a result of this event.

1. SPONSORING ORGANIZATION / INDIVIDUAL

NAME:	
ADDRESS:	
PHONE:	CELL PHONE:
EMAIL:	

2. EVENT DETAILS

DATE:		
TIME:	start:	end: (be sure to include time for setup/cleanup)
LOCATION:	Capitol Annex Exterior South steps IF "OTHER," DESCRIBE:	
DESCRIBE EVENT (rally, press conference, topic or subject, etc...)		

3. RESPONSIBLE PERSON OVERSEEING EVENT

List a person who will be present during the event. List a cellular phone number, if available.

NAME:	
ADDRESS:	
PHONE:	CELL PHONE:
EMAIL:	

4. INSURANCE INFORMATION for property & liability carriers, or broker of record

NAME OF CARRIER:
ADDRESS:

5. AGREEMENT

NAME: (ORG. OR INDIVIDUAL)
TITLE OR RELATIONSHIP TO ORGANIZATION:
SIGNATURE:

DATE:

FOR FACILITIES SERVICES USE

(You must receive a confirmation number to be sure your reservation is confirmed).

	Approved	Facilities Services Authorized Signature	Date:
	Disapproved		
	Confirmation Number		
Comments:			